

Introduction to Extend a SAR

In order for services to continue the delivery of services, a SAR can be "extended." The user can search for a SAR, and click the "extend" tab.

In technical terms, the original SAR will end. The SAR with the extended services will receive a new SAR number.

Objectives

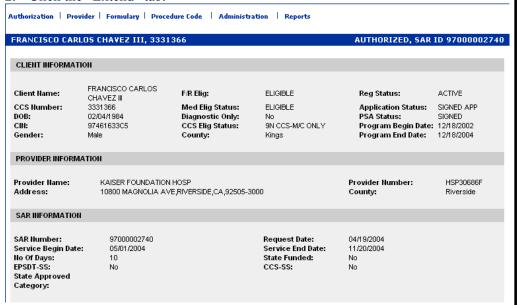
At the completion of this section, you will be able to:

Extend a SAR

20.1 Entry into the Extend SAR Tab

Enter through View SAR Details

- 1. Search for the SAR and view the details on View SAR Details.
- 2. Click the "Extend" tab.



Field descriptions are provided in CMS Net Web Online Help.

20.2 Enter SAR Extension and Distribution Information 1. Enter the name of the person for the "Extended By" field. A default name is provided for the user who is logged in CMS Net Web. 2. Click the "find" button. **Extend SAR** BRIAN MATTHEW TESTA, 2463624 AUTHORIZED, SAR ID 97000002740 CLIENT INFORMATION Client Name: BRIAN MATTHEW TESTA F/R Elig: ELIGIBLE Reg Status: Med Elig Status: Diagnostic Only: CCS Elig Status: Application Status: PSA Status: CCS Number: 2463624 ELIGIBLE SIGNED APP NO 9K CCS DOB: 04/25/1992 Program Begin Date: 04/30/2004 CIN: 91617111D9 Program End Date: 04/29/2005 PROVIDER INFORMATION TETZLAFF, THOMAS R MD Provider Name: FS4901334 Provider Number: Address 1 * 75 PRINGLE WAY Address 2 STE 801 RENO \forall City * County * Select $\overline{\forall}$ NV State 5 Zip * 89502-8400 SAR INFORMATION 97000002740 SAR Number: Request Date: 10/10/1999 Service Begin Date: No Of Days: 08/09/2004 Service End Date: State Funded: 10/10/2004 63 FPSDT-SS: State Approved Category: SAR EXTENSION INFORMATION MCCARLEY,TRACI

Notes

The provider address may be edited for mailing purposes. However, this does not update the Provider Master File.

Select by clicking the name of the user in the user search results.

Authorize Undo

Service Begin Date 10/11/2004

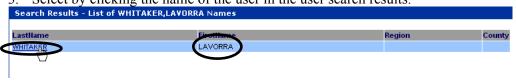
BLUE CROSS OF CALIFORNIA PPO SARAH EAKS,CCS SECT MORENO VALLEY MTU SPECIAL INSTRUCTIONS

Number of Days DISTRIBUTION

FAMILY

OTHER DETAILS

Last Update Date: 12/20/2004



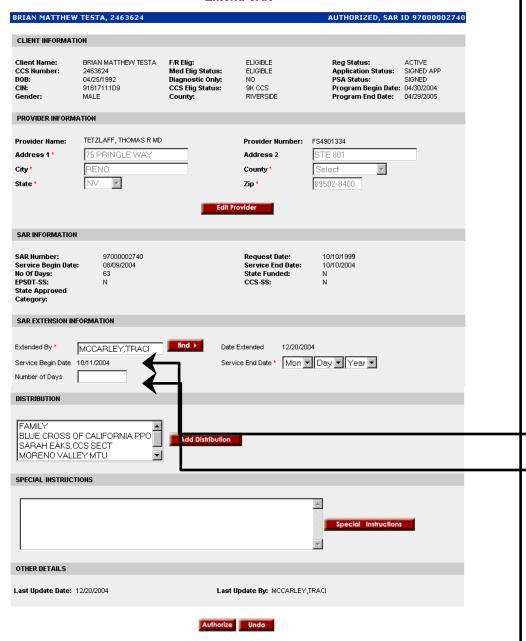
Last Update By: MCCARLEY,TRACI

Service End Date ★ Mon ▼ Day ▼ Year ▼

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- 4. Enter the "Service End Date" for the extended SAR.
- 5. Enter Number of Days.
- 6. Select values in the "Distribution" list box for who should receive the authorization. You may select multiple values.

Extend SAR



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The extended SAR will receive a new SAR number. However, the extension will be linked to the original SAR for tracking purposes.

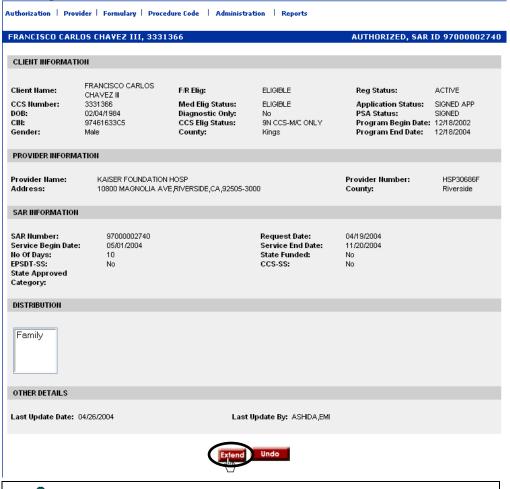
Notes

The "Service Begin Date" for the extended SAR will automatically be pre-filled with the date that is one day after the original SAR End Date.

The Number of Days is limited to the Level of Service Approved for the Inpatient Hospital. The Number of Days on this extension will be added to the number of days on the authorization. The cumulative number of days must be less than the level of service for the hospital.

20.3 Extend the SAR

- 1. To complete the SAR extension, click the "Extend" button.
- 2. For the extended services that pass all validation rules, an extended SAR will be created with a status of "Extended."
 - The narrative page will open. From there, the user will have the ability to print the letter and the SAR extension.





Please refer to Appendix A – Business Rules "Authorize/ Extend SAR" for a list of SAR eligibility and authorization rules. Extensions are subjected to the rules as are authorizations.

20.4 Generating Copies of the Authorization and the Letters

Copies of the authorization and the letters are based on the values selected in the Distribution List Box on the Extend SAR page. After the "Extend" button is clicked on the Extend SAR page, the user will be taken to the Narrative.

On the Narrative page, there is a "Print Letters" button. When the user clicks this button, a pop-up window will appear containing all of the letters and copies of the authorization. Please refer to Section 9.1.3 Print Letters for more details.

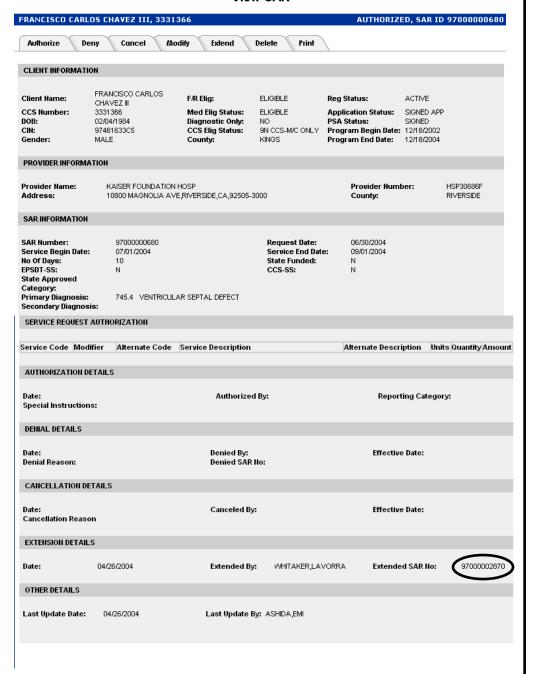
The letters and the authorizations for "Extend" are the same format as that for "Authorize."

20.5 To View the Extended SAR

- 1. Search for the SAR with the original authorization SAR number.
- 2. View the SAR details.
- 3. In the Extension Details portion of the page, refer to the Extended SAR No field.

 Authorization | Provider | Formulary | Procedure Code | Administration | Reports

View SAR



Field descriptions are provided in CMS Net Web Online Help.